

CONFIDENTIAL

DD/3
FILE *Personnel* 12

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Revised Fitness Report System

1. Attachments now reflect the decisions reached at the Executive Director-Comptroller's 9 April meeting on this subject.

- a. The wording "Performance is Satisfactory" has been added to the definition of the "Proficient" rating.
- b. The instructions now carry the wording "Rating Officers will certify on the fitness report that poor performance, when it occurs, has been a subject of discussion with the employee, preferably before but at least at the time of the fitness report."

2. As agreed, the package is returned for your final review and clearance before publication.

Robert S. Wattles
Director of Personnel

Att

Concur:

SIGNED R. L. Bannerman

28 APR 1969

R. L. Bannerman
Deputy Director
for Support

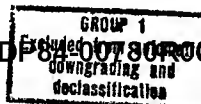
Date

Distribution:

- Orig - Return to D/Pers
- 2 - DDS *Personnel Subject*
- 1 - D/Pers *Chrono*
- 2 - C/PAD (1 w/h)

OP/PAD/ dbw (22 Apr 69)

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